



St John's CE Primary School



APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an annual holiday or for any other reason.

After completing this form, please return it to the Headteacher **no less than three weeks before the date when you want the period of absence to start.**

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 8 of the Education (Pupils Registration) Regulations 1995 and Sections 38-42 of School Attendance Policy and Practice on Categorisation of Absence 1994.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or Carers should not expect such leave to be granted as of right. **Permission will not be given if it is applied for after the holiday has taken place.**

Normally, a pupil shall not be granted more than two weeks leave of absence in any academic year.

I request that _____ (Name of child) Class: _____

I request that _____ (Name of child) Class: _____

Be granted leave of absence from

Start date _____ to _____

(Please state reason) _____

Signed _____ Date _____

Authorisation Granted _____ Date _____

Application rejected because _____

Signed: _____ Date _____